

MANUAL CHANGE TRANSMITTAL

RW 0001 (REV. 10/93)

XX

R/W MANUAL CHANGE
(1993 Edition)

RWMC- 153

PROCEDURAL HANDBOOK
(1984 Edition)RWPH-____-____
TRANSMITTAL#____**TITLE:**

APPRAISALS

APPROVED BY:

PATRICIA L. JONES

DATE ISSUED:

DEC - 5 2005

Page 1 of 1

SUBJECT AREA:

CHAPTER 7 - APPRAISALS

ISSUING UNIT:

OFFICE OF APPRAISALS AND LOCAL PROGRAMS

SUMMARY OF CHANGES: Revises/updates Sections 7.08.00.00 and 7.15.00.00; Table of Contents Forms; and Table of Contents Exhibits. The Non Complex Valuation of \$10,000 or Less is revised and converted from Form RW 7-14 to Exhibit 7-EX-25.

PURPOSE/BACKGROUND

This manual change updates CFR references to conform with the revised Code of Federal Regulations, issued in January of 2005. Formatting update has been applied and general typographical errors have been corrected. See Memorandum dated January 28, 2005 regarding "Implementation of 49 CFR Part 24 Final Rule."

PROCEDURES

7.08.01.00	Removes reference to 23 CFR 720.202(c).
7.15.03.03	Updates CFR reference.
Table of Contents Forms	Removes Form RW 7-14.
Table of Contents Exhibits	Adds Exhibit 7-EX-25.
7-EX-25	Adds the new Exhibit.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
7 - Sections	7.08.00.00 (REV 4/2003) 7.15.00.00 (Rev. 1/98)	7.08.00.00 (REV 12/2005) 7.15.00.00 (REV 12/2005)
7 - Forms	Table of Contents (REV 10/2005) RW 7-14 (Rev. 1/98) - DELETE	Table of Contents (REV 12/2005) -----
7 - Exhibits	Table of Contents REV 10/2005 -----	Table of Contents REV 12/2005 7-EX-25 (NEW 12/2005)

7.08.00.00 - ITEMS PERTAINING TO THE REALTY

7.08.01.00 General

Trade fixtures, equipment, machinery and other items installed for use on a property will only be appraised if they are “improvements pertaining to the realty” as defined in Section 1263.205 CCP. These improvements include items that “...cannot be removed without a substantial economic loss or without substantial damage to the property on which it is installed, regardless of the method of installation.” The appraiser must compare the value in place against the value if removed and sold.

This decision is a matter of economics. It must be fully documented so the decision can be supported without question. This requires a comparison of the items’ depreciated value in place and its salvage value to establish that it cannot be removed “without substantial economic loss.” The nature and extent of the damage must be explained.

Whenever a separate valuation of machinery and equipment or other specialty items is required by the Appraisal Branch, it shall be prepared by a qualified individual, either staff or independent. Separate specialty reports shall be prepared in accordance with current and appropriate standards and will contain cost sources for each item as shown in Section 7.05.04.00, “Cost Approach.”

Independent specialty reports shall be reviewed by a specialist in those Regions/Districts staffed with building cost estimators before distribution to the real estate appraisers. In those Regions/Districts without cost estimators, a Senior assigned to the Appraisal Branch shall review independent specialty appraisals. The specialty reports shall be reviewed to the same degree as is now done on regular realty appraisals before being utilized in establishing the market value of the total property required.

When a separate valuation of trade fixtures, equipment, machinery, and/or other items pertaining to the realty is required, the value of such items shall not be arbitrarily added to the valuation of other realty. It shall be considered to the extent of their contributory value in establishing the value of the whole property. If the specialty appraisal is used to establish the value of the whole, a narrative discussion of the adjustments or lack of adjustments from the values in the specialty report will be included in the appraisal. The appraiser may consider the specialist’s factual data, information, and opinions, but the final conclusions of value remain the appraiser’s responsibility.

7.08.02.00 Appraisal Page Format

Trade fixtures, equipment, machinery, and other items determined to pertain to the realty will be listed on a separate page in the parcel appraisal with the following information:

- Item identification, including make, model and serial number.
- Age (approximate age is sufficient where actual age is not known or is not appropriate due to extensive remodeling).
- Estimated new and remaining service life.
- General condition.
- Replacement cost new in place with cost sources.
- Depreciated value in place.
- Salvage value in place.
- Relocation expense estimate.
- Cost sources of each item and basis of relocation estimate.
- Photographs of major items.
- Comment on which items may be easily moved or utilized in circumstances other than the existing use.

Lessee-owned items will be separately shown. The items' value, relocation estimates, and salvage value totals will be appropriately proportioned between lessee and lessor.

The contributory value in place of trade fixtures, equipment, machinery, and items pertaining to the realty will be carried forward to the Appraisal Page (Form RW 7-9) and entered under the appropriate subheading under "Improvements." In partial acquisitions and alternate appraisals where grantor requests relocation in lieu of purchase and on minor improvements, the relocation estimate amount may be used in lieu of the contributory value in place.

7.08.03.00 **Replacement Cost**

Replacement cost new of equivalent machinery should be shown at catalog price plus freight tax, cartage, and installation costs to yield cost new in place. Freight, tax, cartage, and installation costs should consider installation of the entire operation at one time and not as separately installed items. However, costs should be distributed to individual items when practical. Care should be exercised that specialized plumbing, electrical and structural work is not included in both the building appraisal and the installation charges.

7.08.04.00 **Depreciated Value**

Depreciated value in place is to reflect depreciation due to all causes as related to each item and to the total operation. This should include both physical deterioration, functional obsolescence, and any economic obsolescence. A dollar or percentage breakdown of each type is not necessarily required. The appraiser should state whether the item contains functional obsolescence and provide a reasonable explanation of the depreciation basis.

While depreciation may be attributed to the entire operation, distribution of an estimate of depreciation to each item is desirable, when practical.

7.08.05.00 **Salvage Value**

Salvage value is the price the State would obtain for the equipment in place at auction with the buyer removing the equipment in a relatively short time.

7.08.06.00 **Items Not Pertaining to Realty Under Section 1263.205**

Appraisals of furnished or partly furnished rental homes, duplexes, motels, hotels, or apartment houses need to include an inventory of the items not pertaining to the realty under Section 1263.205 CCP. It should show the total estimated in-place market value. The State may have to purchase these items to prevent eviction of tenants who will be unable to continue their occupancy of the premises if such items are retained and removed by the owner. Items which would not cause the tenants to move from the premises if not purchased by the State are not to be included. The total value of such items not pertaining to the realty is not to be carried forward to the Appraisal Page nor included in the "Market Value of Required Property." This is in contrast to items which do pertain to the realty which shall be carried forward and included in the market value.

Purchase of furniture from vacated homes or homes which are not the permanent residence of the occupants would only be done when the property is purchased long enough in advance of right of way clearance that the State can amortize the cost of the furniture from increased rentals during the time the property will be available for rent.

7.15.00.00 - AIRSPACE ESTIMATES, BID LEASE VALUATIONS AND APPRAISALS

7.15.01.00 General

Airspace appraisers should familiarize themselves with the Airspace Chapter and the Standard Airspace Development Lease to better understand the procedures and terms used by the Department.

Estimates, valuations and appraisals of airspace parcels will be made at the written request of the Region/District Airspace Branch. A copy of the written request will accompany the estimate or appraisal. Requests will provide necessary maps, plans and profiles of the freeway, the airspace parcel numbers and any available information pertinent to the valuation. The property (rights) to be appraised and any special conditions that would affect value must be defined.

The appraiser should include any collateral data useful in marketing the area to be leased. Whenever possible, the appraiser and the airspace agent will discuss the site prior to the start of the appraisal. There must be effective coordination between the Airspace Branch and Appraisal Branch as well as a mutual understanding of the functioning of each other's Branches. If special restrictions have a significant effect on value, the necessity for the restrictions should be reviewed and discussed between the appraiser and the seniors of the Appraisal and Airspace Branches.

The Airspace Branch will furnish, on an annual basis, by June 1 the projected airspace appraisals needed for the next fiscal year. This list will identify the lease areas to be appraised and the dates by which the appraisals are needed. It will form the priority basis for preparation of airspace appraisals. If the Airspace Branch must change this schedule, a written request for change and/or an updated schedule is to be furnished to the Appraisal Branch. Updates should be requested well in advance of the need.

The appraiser should consider all legal potential and proposed uses for the parcel. A proposed use should be discussed in the Report even if the appraiser subsequently decides that this use does not represent highest and best use. Each analysis must be thorough and complete so the reader/reviewer is clearly and logically led to the appraiser's conclusion. Among other questions, the analysis should answer those such as:

- A. Can the subject airspace parcel be legally developed as an independent parcel?
 - 1) Is it physically possible to develop it independently?
 - 2) What can it be used for as an independent parcel?
 - 3) What markets exist for the most profitable anticipated uses?
- B. Can it be joined for use with an adjacent parcel?
 - 1) How are the adjacent parcels developed?
 - 2) Can the airspace parcel be used through joinder?
 - 3) Does it enhance/improve the use of the adjoining property?
- C. The conclusion:
 - 1) Which will yield the highest net return, joinder or use as an independent site?
 - 2) What is the highest and best use and the reasoning leading to this conclusion?

Experienced associate grade appraisers should be assigned the preparation of airspace appraisals because of their specialized nature. The assignment should be for at least three years. Region/District airspace appraisers should meet periodically to exchange data and ideas. The need for such meetings should be expressed to HQ RW Appraisal Branch which will coordinate them. Free interchange of data and ideas between the Regions/Districts at all times is strongly encouraged.

Each Region/District should routinely transmit material which might be informative or useful to all Region/District Appraisal Branches. This would include market data indicating the effect of typical lease areas, impacts of physical or legal encumbrances, and copies of feasibility studies.

7.15.02.00 **Estimates**

Estimates may be requested to provide the Airspace Branch with a figure for preliminary discussions with potential users or for minimum value sites. A regular airspace appraisal can be made in lieu of an estimate if deemed necessary by either the Airspace or Appraisal Branch.

Estimates should be minimum-type valuations similar to letter-type appraisals. Only a minimum amount of comparable data to support the conclusions of value is necessary.

The estimate will consider all factors directly or indirectly affecting the utility of the rights to be leased. Full recognition will be given to any enhancement of real estate values in the area because of the location of the freeway. A statement of highest and best use will be made with supporting data and rationale. The appraiser should consider any possibility of plotting the airspace parcel with a State excess land parcel or a privately owned parcel in the immediate area to determine the highest and best use.

A completed Form RW 7-19 will be accompanied by a vicinity and parcel map.

Airspace estimates will be Region/District approved and it will not be necessary to send copies to Division.

7.15.03.00 **Appraisals - General**

The parcel may have to be appraised based on various uses or premises; for example, as a separate parcel, in conjunction with uses of adjacent or nearby properties, etc. The primary appraisal will be the fair market value of the parcel based on its highest and best use. Any other requested values based on uses or premises that do not represent the highest and best use of the parcel will be shown separately in the Appraisal Report as alternate appraisals on separate Airspace Parcel Appraisal pages Form RW 7-21 labeled as "Alternate Appraisals." When alternate appraisals are included, the primary appraisal as described above will be labeled "Primary Appraisal."

The appraiser, after deciding on the highest and best use of the parcel and before proceeding with the appraisal, should consult with the Airspace Branch to advise them of the conclusion. Once the Airspace Branch knows the highest and best use, they may see a need for an alternate appraisal based on some other premise or use.

For example, if the highest and best use is concluded as joinder with the adjacent ownership, the Airspace Branch may also need an alternate valuation as an independent parcel.

By holding these consultations during the initial appraisal process, any need for alternate appraisals can be identified at an early stage so the alternate can initially be done and included in the Appraisal Report.

7.15.03.01 **Format**

The format for airspace appraisals will generally be the same as for acquisition appraisals. However, airspace appraisals use Form RW 7-20 for the Appraisal Title Page and Form RW 7-21 in lieu of the Form RW 7-9. If the appraisal contains more than one parcel, include a summary page listing the parcels and the appraised values.

7.15.03.02 **Standards and Methods**

Regular market value airspace appraisals will be required for any airspace parcel that will be leased on a direct basis without calling for competitive bids, and those situations not meeting the specified criteria for bid lease valuations.

All airspace appraisals shall be performed to meet the same quality standards as used for acquisition appraisal reports with respect to analysis, documentation, market data, and market data analysis. Only one appraisal is required, even for airspace parcels to be directly negotiated.

Methods will be the same as those applied in appraising any right of way acquisition parcel, except that consideration should be given to all of the factors that may limit or enhance its utility because of the existence of the freeway improvement located on or near the parcel. Full recognition will be given to any enhancement of real estate values in the area because of the location of the freeway.

7.15.03.03 **Preparation**

The appraiser must thoroughly discuss and analyze the effect that the freeway improvement has on the use of the parcel, with special emphasis on the restrictions imposed by the following jurisdictions:

- The Department of Transportation
- The State Fire Marshal (standard requirements are on file in the Region/District offices)
- 23 CFR, Section 710.405
- Local planning and building departments
- Any other agencies having controls

The appraiser should look closely at the location of the freeway structure across the parcel. If the viaduct structure were confined to one side of the parcel, it could have a different effect on the overall use of the parcel than if the structure traversed the center of the parcel only, leaving small strips of open land on each side.

Comparable data directly applicable to the physical condition of the subject may be difficult to find in the market. However, the appraiser must use what market data is available and make the necessary adjustments. The appraiser may use lease data in an income approach for the purpose of estimating the value of the parcel. Lease data from existing airspace leases may be useful if the data meets the normal comparability tests.

There should be a thorough analysis of adjustments with market-data support if possible. The use of dollar or percentage adjustments follows the same requirements as for acquisition appraisals. The appraiser must fully support the conclusion of value the same as is presently required in any appraisal of acquisition parcels.

All airspace appraisals will be reviewed for approval by the Division. Only the primary appraisal based on the highest and best use of the airspace parcel will be approved for lease purposes.

Alternate appraisals will be reviewed “as to value only” based on the premise used in the Report. Any subsequent use of the alternate appraisal for lease purposes will require prior administrative authorization by the Division Airspace Development Branch.

An Airspace Appraisal Summary Form RW 7-22 will be prepared and submitted to the Division with each parcel appraisal.

The summary will be given to the Airspace Advisory Committee of the California Transportation Commission for their review. The function of the Committee is to review proposed airspace leases and make recommendations to the Transportation Commission regarding acceptability.

Form RW 7-22 shows the format to be used. For consistency purposes, please adhere to the format shown.

The summary should be brief, but long enough to adequately cover the important aspects of the appraisal. Under "Brief Property Description," include a description of the freeway facility that is located on or over the airspace parcel.

7.15.04.00 **Bid Lease Valuations**

An airspace bid lease valuation is used for establishing minimum rental rates for leasing airspace parcels on the basis of competitive bids. They will be approved according to the current delegations.

Each valuation will contain a range of value and will be prepared upon written request from the Airspace Branch.

Range of Value is defined for this purpose as the range of most probable sales price if the rights being valued were to be sold on the open market. The range should be based on the typical low and high prices paid for similar properties in the market adjusted for comparability.

Because the airspace rights so valued will be exposed to the market through the bid process, documentation and support need not be as extensive as in the standard airspace appraisal which estimates fair market value. Nevertheless, at least a reasonable amount of documentation and support must be presented. However, every bid lease valuation will contain a thorough, complete statement and analysis of the highest and best use of the rights under study. This analysis will be as comprehensive and definitive as one required for an airspace market value appraisal.

7.15.05.00 **Rental Rate Appraisals**

In order to streamline the airspace appraisal process, for those qualifying nondevelopmental uses on directly negotiated airspace leases, Regions/Districts may use an Airspace Rental Rate Appraisal process in lieu of a regular airspace appraisal report.

The purpose of this airspace appraisal category is to facilitate the appraisal process for numerous noncomplex and noncontroversial airspace parcels. Appraisals responds directly to a request for a specific use rental rate by the Region/District Airspace Manager. In this specific case, the appraiser is not asked or required to perform an independent highest and best use analysis or resulting land valuation.

Generally, Airspace rental rate appraisals can be used for vacant:

- 1) Landlocked Parcels
- 2) Minimum-sized or oddly-shaped parcels that have little value or utility
- 3) Park-and-ride lots

- 4) Public parks (Marler-Johnson)
- 5) Parcels leased to bona fide public agencies
- 6) Parking and/or storage uses when there are ample comparable rents available

Rental rate appraisals will not be used for the following:

- 1) If comparable rents are scarce or nonexistent and rental value is not easily determined
- 2) If the proposed use is controversial or complex
- 3) If the parcel is to be leased for plottage to an adjoining owner to meet minimum use requirements or intensify the development of such a privately owned parcel

Qualifying Rental Rate Appraisals will be Region/District approved in accordance with current Delegations, with a report copy forwarded to HQ RW. Regular full-market value appraisals are still required for all other proposed uses that will be leased on a direct basis without calling for competitive bids.

The decision to request a full appraisal or Airspace Rental Rate Appraisal is entirely that of the Region/District Airspace Manager.

The Region/District Airspace Manager also assumes exclusive responsibility for specifying the highest and best use/specific use to be assumed by the appraiser, and for providing all proposed rental information for use and reliance by the Appraisal Branch.

The written airspace request for a rental rate appraisal must clearly describe the proposed use, term and renewal options, any special conditions or credits, and any limitations to be placed on the parcel by the Department. The rental rate appraisal will therefore not contain a highest and best use determination, but will rely strictly on the use and parcel data information provided by the Region/District Airspace Manager. However, the Region/District Airspace Manager should consider any input from the Appraisal Branch, including whether comparables are available that provide a good indication of a market rental rate.

The rental rate appraisal will conclude a specific market lease rate as appropriate to the airspace parcel's attributes, limitations and benefits, and its proposed rental use and lease terms. In extenuating circumstances involving marginal market data only, the appraisal may as an exception include a lease rate range as supported by the limited market data.

The rental rate appraisal format will follow regular airspace appraisal standards and methodology. As with any appraisal, the amount of analysis and degree of documentation should be in proportion to the appraisal problem and valuation involved. Since the report will not include the appraiser's independent highest and best use analysis, but rather rely on the use proposed by the Airspace Manager, the appraisal will include the limiting conditions on the new Airspace Parcel Appraisal Form RW 7-21 in conformance with Uniform Standards of Professional Appraisal Practice, S.R. 2-2. The Airspace Advisory Committee does not review Rental Rate Appraisal Reports, and Summary Form RW 7-22 will not be included in these reports.

NOTES:

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FORMS

<u>Form No.</u>	<u>Title</u>
RW 7-1	Right of Way Parcel Diary
RW 7-2	Parcel Occupancy Data
RW 7-3	Hold for Future Use
RW 7-4	Parcel Summary Page
RW 7-5	Hold for Future Use
RW 7-5A	Hold for Future Use
RW 7-5B	Hold for Future Use
RW 7-5C	Hold for Future Use
RW 7-5D	Hold for Future Use
RW 7-6	Certificate of Appraiser
RW 7-6A	Certificate of Waiver Valuation
RW 7-7	Excess Land Review Certificate
RW 7-8	Summary of Outdoor Advertising Structures
RW 7-9	Appraisal
RW 7-10	Sales Data
RW 7-11	Comparable Data
RW 7-12	Summary of Severance Damages and Benefits
RW 7-13	Excess Property Inventory Valuation
RW 7-14	Hold for Future Use
RW 7-15	Waiver Valuation
RW 7-16	Excess Land Appraisal Title Page
RW 7-17	Certificate of Appraiser - Excess Land
RW 7-17A	Certificate of Market-Value Determination - Excess Land
RW 7-18	Excess Land Market Value Sheet
RW 7-19	Airspace Parcel Estimate
RW 7-20	Appraisal Title Page - Airspace
RW 7-21	Airspace Parcel Appraisal
RW 7-22	Airspace Appraisal Summary
RW 7-23	Business Goodwill Parcel Diary
RW 7-24	Appraisal Title Page - Business Goodwill Valuation
RW 7-25	Parcel Summary Page - Goodwill
RW 7-26	Business Goodwill Valuation - Senior Field Review Certificate
RW 7-27	Business Goodwill Valuation - Certification of Appraiser
RW 7-28	Appraisal - Business Goodwill Valuation
RW 7-29	Business Sales Data Page - Goodwill
RW 7-30	Notification of Right to Claim Loss of Business Goodwill
RW 7-31	Business Comparable Data Page - Goodwill

CHAPTER 7

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EXHIBITS

<u>Exhibit No.</u>	<u>Title</u>
7-EX-1	Appraisal Report Front Cover
7-EX-2	Summary of Comparable Data
7-EX-3	Documentation of Economic Rent
7-EX-4	Final Reconciliation Summary
7-EX-5	Cost Approach - Cost New Less Depreciation
7-EX-6	Summary of Damage Alternatives
7-EX-7	Rental Schedule and Unit Inventory (Residential)
7-EX-8	Building Check Sheet
7-EX-9	Commercial Industrial Building Record
7-EX-10	Appraisal of Outdoor Advertising Site Value
7-EX-11	Memorandum Requesting Sign Board Information
7-EX-12	Claim for Reimbursement [Existing Outdoor Advertising Painted Bulletin or Special Build Structure (Schedule B)]
7-EX-13	Estimate of Relocation Cost [Special Builds, Painted Bulletins, and Urban Rotate Bulletins]
7-EX-14	Poster Panel Removal [Payment and Depreciation Schedules A through H (English Units)]
7-EX-15	Excess Land Public Sale Estimate
7-EX-16	Memorandum – Market-Value Determination
7-EX-17	Notice of Decision to Appraise
7-EX-17A	Notice of Decision to Inspect
7-EX-18	Report Analysis
7-EX-19	Request for Copy of Tax Return Form FTB 3516
7-EX-20	Hold for Future Use
7-EX-21	Appraisal Title Page
7-EX-21A	Waiver Valuation Title Page
7-EX-21B	Appraisal Title Page - Review Appraiser
7-EX-22	Appraisal Checklist
7-EX-23	Appraisal Transmittal Letter
7-EX-24	Senior Field Review Certificate and Appraisal Review Report
7-EX-24A	Senior Review Certificate and Appraisal Review Report
7-EX-24B	Senior Review Certificate – Waiver Valuation
7-EX-24C	Senior Field Review Certificate – Excess Lands
7-EX-24D	Review Appraiser Certificate
7-EX-25	Non Complex Valuations (\$10,000 or Less)

NON COMPLEX VALUATIONS (\$10,000 OR LESS)

(Form #)

CONFIDENTIAL

This document contains personal information and pursuant to Civil Code 1798.21, it shall be kept confidential in order to protect against unauthorized disclosure.

EXHIBIT

7-EX-25 (NEW 12/2005)

Page 1 of 2

Fed. Proj. No._____
Parcel_____
AR#_____
Reg/Dist_____
Co_____
Rte_____
KP (P.M.)_____
Exp Auth

DATE:

TO:

FROM:

Project Limits:

SUBJECT: Non Complex Valuation (\$10,000 or less)

\$ _____

DATE OF VALUE:

OWNER:

Dates:

ENV: CLEAR _____

CERT. _____

PROPERTY IDENTIFICATION:

DATE ACQUIRED:

INTEREST APPRAISED:

PROJECT DESCRIPTION:

PROPERTY DESCRIPTION:

ZONING and HIGHEST and BEST USE:

PARCEL VALUATION:

OTHER PERTINENT DATA:

NON COMPLEX VALUATIONS (\$10,000 OR LESS) (Cont.)

(Form #)

EXHIBIT

7-EX-25 (NEW 12/2005)

Page 2 of 2

The appraisals contained herein are confidential and have been prepared for Department use only as a step in the eminent domain process upon which to base offers of settlement and thereafter acquire said parcels by condemnation if the offer is refused.

The undersigned appraised the properties contained herein and recommend approval of this report:

Appraiser, R/W Agent

Appraiser, Associate R/W Agent

The undersigned has reviewed and recommends approval of this report and certifies that the requirements of the R/W Manual have been met.

Chief, Appraisal Branch

Region/District _____

APPROVED:

Region/District Division Chief

Right of Way, Region/District _____

District Approval Date:

JUST COMPENSATION APPROVED

PER DELEGATED AUTHORITY:

\$ _____

ADA Notice

For individuals with disabilities, this document is available in alternate formats. For information call (916) 654-5413 Voice, CRS: 1-800-735-2929, or write Right of Way, 1120 N Street, MS-37, Sacramento, CA 95814.